



**Assistant Curator – Digital & Media
 Job Description**

Job Title	Assistant Curator - Digital & Media
Salary	£20,000 PA (initially for 6 months with extension dependent on funding)
Hours of Work	You will be contracted for 37 hours per week. You may be required to work outside of normal office hours, at evenings, weekends and on bank holidays and on public holidays.
Location	3 Charnwood Street, Derby, DE1 2GT and 8 Albert Street Derby DE1 2DS
Responsible to	Programme Producer and Artistic Director
About Artcore	<p>Artcore believes that contemporary art and creativity are central to the development of people and places.</p> <p>Artcore is an international centre for contemporary art and creativity that is based in Derby, UK, and is home to a gallery, studios, work spaces, shop and cafe. A vibrant hub for commissioning, production, presentation and debate, we offer opportunities for audiences to engage directly with creative practices through participation and discussion. We work with a diverse range of communities and the cultural, creative industries, community, education, health and regeneration sectors to deliver our programme.</p>
Overall purpose of the Job	<p>The post holder will be creative and focused with some previous experience, knowledge and understanding of the visual arts.</p> <p>They will be a highly motivated, passionate individual, with a resourceful and entrepreneurial approach to their work.</p> <p>They will build strong working relationships locally, nationally and internationally, supporting the effective co-ordination of programme delivery and planning.</p> <p>They will lead on digital programming – both across our planned programme and developing new projects and content, and new partnerships – and will have skills and knowledge in the production and distribution of digital work, as well as supporting the onsite programme.</p> <p>During lockdown Artcore developed innovative online resources programming across both participation & residency/exhibition programmes.</p> <ul style="list-style-type: none"> • creating online artist residency & exhibition • an immersive online version of our last exhibition before lockdown • open submission online exhibitions featuring 50 UK & International artists • online exhibitions by Artists Collective & weekly artists' talks/events & online participatory workshops. <p>Between April and June 2020 we delivered online content including:</p> <ul style="list-style-type: none"> • Artist takeovers/talks • 1-2-1 artist workshops • participatory sessions on eight 2- 4 week projects • collaboration with partners in reaching isolated individuals

	<ul style="list-style-type: none"> • talks on art, wellbeing, artists' lives & their art practice by Artcore staff/Artists • participatory sessions from our artists. <p>These were live streamed & recorded for later viewing, with 123,000 views over 3 months. The Assistant Curator - Digital & Media will build on this base and have a specific focus on developing highly engaging native online content and online versions of off-line content and reaching new and existing audiences.</p>
<p>Key Result Areas</p>	<p>Programme</p> <ul style="list-style-type: none"> • Work closely with the programme team to support the delivery of a series of exhibitions, commissions and offsite projects, and lead on development and delivery of online projects and content. • Assist with the management and delivery of events, exchanges & discussions, online and offline • Liaise with and provide support for visiting national and international artists, associates, and external partners • Support with artist and audience development initiatives so they are efficiently organised and pro-actively supported • Assist with Front of House and event management needs as appropriate • Assist with monitoring and evaluation and contribute to Artcore data capture & archive • Provide research and support in the preparation and submission of relevant funding bids • Administration and marketing • Provide administrative support for the co-ordination of internal and external arrangements for the programme and events • Support scheduling and planning meetings • Prepare and set up spaces for artistic meetings, projects and events • Greet and host visitors and guests for artistic activity • Attend and help in the preparation of administration/papers and note taking for meetings and subsequent distribution of information • Support the promotion of events and exhibitions and the achievement of audience development goals • Assist with preparation of exhibition catalogues, marketing campaigns, preparing marketing materials and promotion through press and social media

	<p>Income Generation</p> <ul style="list-style-type: none"> • Develop a range of sessions designed to increase earned income opportunities including attracting fee paying sessions and the use of personal budgets. • Work in partnership and network with other agencies and relevant forums to implement best practice and income generation learning to Artcore services. • Develop an innovative outreach programme of activities in wider areas of the City to attract fee paying clients • Support the Directors in evaluating, developing and maximising the commercial activities of Artcore including gallery commissions and the sale of artistic materials (both those developed by Artists and service users). <p>General</p> <ul style="list-style-type: none"> • Work with the staff team to ensure that office systems and procedures are followed • Provide administrative support to other team members when required to ensure the smooth running of the organisation <p>Equal Opportunities</p> <ul style="list-style-type: none"> • Ensure the intentions and requirements of the organisation’s Equal Opportunities policy are applied personally and by other staff, volunteers, consultants and contractors. • The post holder will require DBS clearance. <p>In addition, undertake any other duty or responsibility that may reasonably be allocated by the Directors or the Board.</p> <p>Performance will be measured by working towards project outcomes. Achievement will be measured against the agreed objectives through regular meetings with the Directors, through progress reports for Trustees and through the staff review process.</p>
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Person Specification

	Essential	Desirable
Knowledge and Experience		
A knowledge of and enthusiasm for contemporary visual arts and an understanding of the needs of artists.	•	
Experience of commissioning and/or producing online/digital projects and exhibitions	•	

An interest in and commitment to the work of Artcore and Creative Case for Diversity.	•	
Excellent administrative & communication skills	•	
Demonstrable experience of providing high level support to senior staff.		•
A flexible and proactive approach to work with strong organisational skills and the ability to prioritise a varied workload and work accurately under pressure to meet deadlines.	•	
Excellent interpersonal, diplomatic and influencing skills and the ability to deal confidently and appropriately with individuals at the highest level including handling confidential and sensitive information.	•	
The ability to establish effective and mutually-supporting working relationships within the team and outside Artcore.	•	
A commitment to, and understanding of, the principles of diversity and the ability to influence the behaviour of others to create a positive and inclusive working environment.	•	
Qualifications & Training		
Educated to Degree level or with equivalent experience of working within any aspect of the visual arts.	•	
Qualification or equivalent experience of working with digital media		•
Post graduate qualification in arts management/curatorial studies		•
A good level of IT literacy in Microsoft Office (e.g. Word, Excel, PowerPoint).	•	
Personal Qualities & Attributes		
Be able to work on own initiative with creativity and adaptability to fulfil tasks whilst working effectively as part of a team.	•	
A strong commitment to the highest levels of customer service and to fulfil the needs of a diverse group of people.	•	
An understanding and awareness of critically engaged contemporary arts practice.	•	
An affinity with the values of Artcore	•	
Attention to detail.	•	
An ability to be flexible in hours worked, according to the needs of the organisation		•
A supportive attitude to working with others	•	
A willingness to learn and develop, both on your own initiative and with support.	•	
A commitment to welcoming all and to adapt your approach to suit a wide range of people, including disabled, disadvantaged and people from all minority groups.	•	

The first three months of your employment shall be a probationary period. We may, at our discretion, extend this period further. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.